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Note: 11 actual requisitions and 50 memos and letters were received during the week which will require contract or other action by the Contract Procurement Officers. Since in many cases two or more of these documents will be consolidated into one action, these figures do not mean that 61 separate actions will be required. The figures above of contract action requests received, completed, or pending are on this consolidated basis. The consolidations, cancellations and transfers resulted in net new contract actions of 11.

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PURCHASE ORDER SECTION
For Week Ended 27 May 1953Requisitions

Balance pending end of previous week	259
Received during week	188
	<u>447</u>
Completed during week	177
Balance pending end of week	<u>270</u>

Purchase Orders Issued

192	\$84,546.60
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Backlog of Typing

Purchase Orders	87
Correspondence	8
Invitations to Bid	30
Bills of Lading	<u>0</u>
Total	125

Status of Pending Requisitions*A. Without Action

		<u>Estimated Value</u>
Held less than 15 days	95	\$17,320.00
Held more than 15 days	<u>0</u>	-0-
Total	95	\$17,320.00

B. With ActionPending Information from Requisitioning Office

Held less than 30 days	18	\$14,157.00
Held more than 30 days	<u>3</u>	50.00
Total	21	\$14,207.00

Pending receipt or opening of bids.

Held less than 30 days	95	\$26,800.00
Held more than 30 days	<u>1</u>	300.00
Total	96	\$27,100.00

Pending Clearance from GPO and/or GSA

Held less than 30 days	6	\$1,035.00
Held more than 30 days	<u>0</u>	-0-
Total	6	\$1,035.00

Pending Completion of Service and/or Billing

Held less than 30 days	50	\$1,107.00
Held more than 30 days	<u>2</u>	85.00
Total	52	\$1,192.00

Total With Action

175	\$43,534.00
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C. Total Pending Requisitions

270	\$60,854.00
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D. Total Hours of Overtime dur the Past Week: 56

*Details for each Purchasing Agent are in Purchase Section.

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